

## APPENDIX B: STATE TEST SECURITY AND NON-DISCLOSURE AGREEMENT

I have been trained in the District of Columbia State Test Security Guidelines and testing protocols. I understand the guidelines and protocols. It is my understanding that I must:

1. Immediately report any breach of testing security to the school's test monitor, the LEA's Assessment Coordinator/Test Integrity Coordinator, or OSSE;
2. Cooperate with OSSE in any investigation concerning the administration of a Districtwide assessment;
3. Except as provided in item (b) of this section, be prohibited from:
  - a. Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to Districtwide assessments;
  - b. Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
  - c. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
  - d. Altering student responses in any manner;
  - e. Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;
  - f. Allowing students to use notes, references, or other aids, unless the test administrator's manual specifically allows;
  - g. Having in one's personal possession secure test materials except during the scheduled testing date;
  - h. Allowing students to view or practice secure test items before or after the scheduled testing time;
  - i. Making or having in one's possession answer keys before the administration of that Districtwide assessment; except, that it shall not be prohibited to have an answer key for a Districtwide assessment that has already been administered
  - j. Leaving secure test materials in a non-secure location or unattended by authorized personnel; and
  - k. Using cell phones, unapproved electronics, or computer devices during the administration of a Districtwide assessment.

I also acknowledge that the failure to comply with the prohibitions set forth above shall not be considered a violation of a test security plan if the action is necessary to provide for an accommodation that is explicitly identified in a student's IEP or an approved accommodation plan for a ELL student; provided, that any accommodation shall be limited to the eligible student or students.

I agree to abide by all state test security guidelines and I acknowledge that knowingly and willingly violating a District law, regulation or a test security plan could result in civil liability, including the loss of an OSSE granted certification or license.

Print Name \_\_\_\_\_ Position: \_\_\_\_\_

LEA: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by each person involved in the administration of the state test. Each LEA is responsible for ensuring that all staff involved in the administration of the state test have signed this form. The school shall retain signed forms for a minimum of four years.